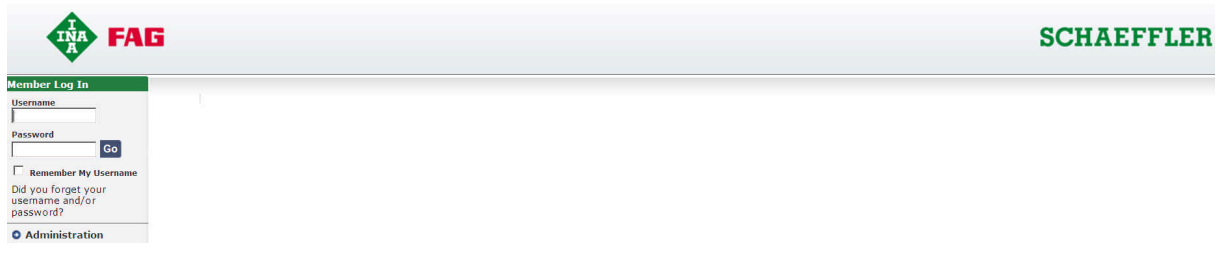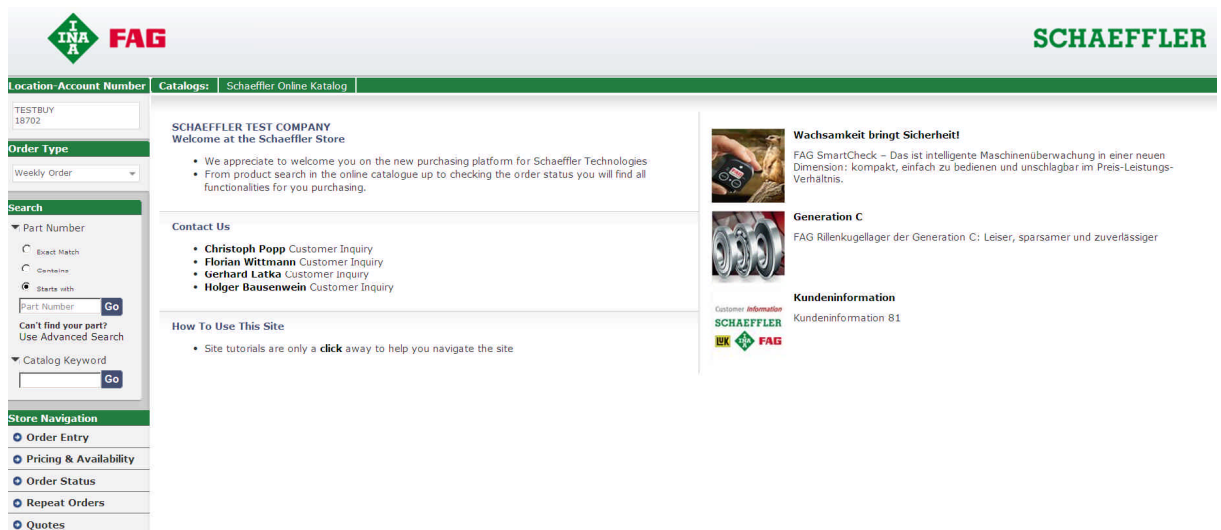# Administration

The administration for a Schaeffler Store will be done from a designated **Account Administrator**. When a company will be connected to the Schaeffler Store, the account admin receives a welcome email with the admin username and a link to a site where the admin can create his password and fix a security question.

The Schaeffler Store requires access authorisation for the purchase process and the request of order data. The access must be provided by the account admin.

The admin logs in to the system with his username and password, then the section **Administration** on the left navigation bar has to be opened.

All sections for administration will be displayed in the Administration Navigation along with a short description of the differrent user roles.

Add or Modify Users

In this section all available users with their roles will be listed first.

Add or Modify User

	Name	Role	Username	Last Login Date
○	A Melissa Sweeney	Buyer	viewStoreBarden	
○	ADMIN TEST	Account_Administrator	ADMIN TEST	
○	Andrew Kenney	Buyer	akenney-ssuper	Di 2011-12-13 08:59 EST
○	CoLinx Test	Account_Administrator	adminTest2	Do 2010-07-15 01:11 EDT
○	Dane Kappeler	Account_Administrator	danek1	Fr 2009-05-29 11:22 EDT
○	Dane Kappeler	Account_Administrator	daned3	Mi 2008-01-16 12:20 EST
○	Dave Lorinovich	Buyer	lorindve	Fr 2003-01-24 11:49 EST
○	Distributor Sales Ops	Buyer	teams1234	Di 2005-08-09 11:17 EDT
○	Don Willoughby	Buyer	willodn	Fr 2003-03-07 04:13 EST

Delete User   **Modify User Profile**   **Modify User Account Access**

Add a New User

For deletion of modifying a user must be marked on the left side, then press the respective button and follow the next steps.

Via the button **Add a New User** a new user will be created.

User Profile

Username*

First Name*   Last Name*

Business Phone*   Fax
###-###-#### *   ###-###-####

Date Format   E-mail Address*
MM/dd/yyyy   john@work.com *

Role
Buyer   ☑ Enable Net Price

Select Language
English

First Customer Number*
INA -- 899999

Clear   **Cancel**   **Save Changes**

The admin assignes a username and has to fill in the data in all fields with an asterisk. The role of the user will be fixed here – please see role description on the first administration screen. If multiple account numbers are available the first one will be assigned here. Additional account numbers e.g. for INA and FAG must be assigned in the section **Modify User Account Access**

After the data has been changed the sending of a Welcome Email to the user will be accomplished. This email includes the username and a link to a site where the user can create his password and fix a security question.

If the user faces any problems the password may be created from the admin, too. Just select a user in the userlist and follow the link **Modify User Profile**.

Shop Profile

This section contains data of the Schaeffler Store.

If required a new contact may be added there.

Modify Account Access

User can be assigned to differt account numbers there, these account numbers are then available for the user in the store.

First select an account number in the field on the top. To assign a user this user will be marked in the right box and then moved to the left side with the arrow button.

Add or Modify Shipping Addresses

Shipping addresses may be administrated in this section. New addresses have to be added here and available addresses may be changed directly in the box.

Add or Modify Shipping Addresses

Add/Modify/Delete	Upload

Select address in window to modify or delete the address. If you need to delete multiple addresses, hold down the shift key while selecting each address.

```
Add A New Address

AMERICAN GRADIN | 221 HIGHLAND | addy 22 | h
ANY COMPANY | 123 ANYWHERE ST | KAMAMA
Alex test | stree't 1 | qqqq | QROO | 12345 | MEX
Argentina Consi | 333 Juan Way | Cordoba | Argenti
Arizona Bearing | 123 Glendale Wa | Phoenix | AZ |
Colinx Test | 123 Testing Way | Charlotte | NC | 2
Freight R us | 120 Franklin Av | Washington | DC |
HIPAGAE LOGISTI | PASEO DE LA REF | MEXICC
```

Additionally new addresses may be imported via the **Upload** tab.

Add or Modify Shipping Addresses

Add/Modify/Delete	Upload

Browse to Select a File to Upload **Upload Instructions**

[   ] Durchsuchen...

Upload File

4